



High Desert UniServ Employment Application For UniServ Director Position

Applicant Information

Full Name: _____ Date: _____

Address: _____

Phone: _____ Email: _____

Date Available: _____ Desired Salary: \$ _____

Are you a citizen of the United States: _____ Yes _____ No

If no, are you authorized to work in the U.S.? _____ Yes _____ No

Have you ever been convicted of a felony? _____ Yes _____ No

If yes, explain: _____

Education

College: _____ Address: _____

From: _____ To: _____ Did you graduate? _____ Yes _____ No Degree: _____

College or other: _____ Address: _____

From: _____ To: _____ Did you graduate? _____ Yes _____ No Degree: _____

References

Please list three professional references and submit two letters of recommendation.

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: _____ Ending Salary: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? Yes _____ No _____

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary: _____ Ending Salary: _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? Yes _____ No _____

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain:

Check activities you have knowledge and / or experience with

Activity	Knowledge of	Experience with		Activity	Knowledge of	Experience with
Membership Recruiting				Interest-based bargaining		
Grievance Process				Negotiating contracts		
Arbitration				Analyzing budgets		
Training adults				Managing a budget		
Advocacy				Political action or organizing		
Prepare Agendas				Non-profit work		

Activity	Knowledge of	Experience with		Activity	Knowledge of	Experience with
Word processing				Writing Newsletters / PR		
Spreadsheets				Working for a Board		
Publishing				Evaluating or coaching other employees		
Power Point / Google Slides				Management work		
Quickbooks				Data Research		
Google Drive				Other -		

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

The High Desert UniServ Director is provisional during the first twelve months of employment.

If employed, my employment is subject to satisfactory reference checks and annual evaluations.

The High Desert UniServ is a drug-free environment and violation will be cause for dismissal.

Signature: _____ Date: _____

Return application and supporting documentation to:

High Desert UniServ

Attention: Rich Monson, President

Via email to: rich.monson78@gmail.com

All applications must be received by Friday, May 31, 2024 at 5:00 PM.